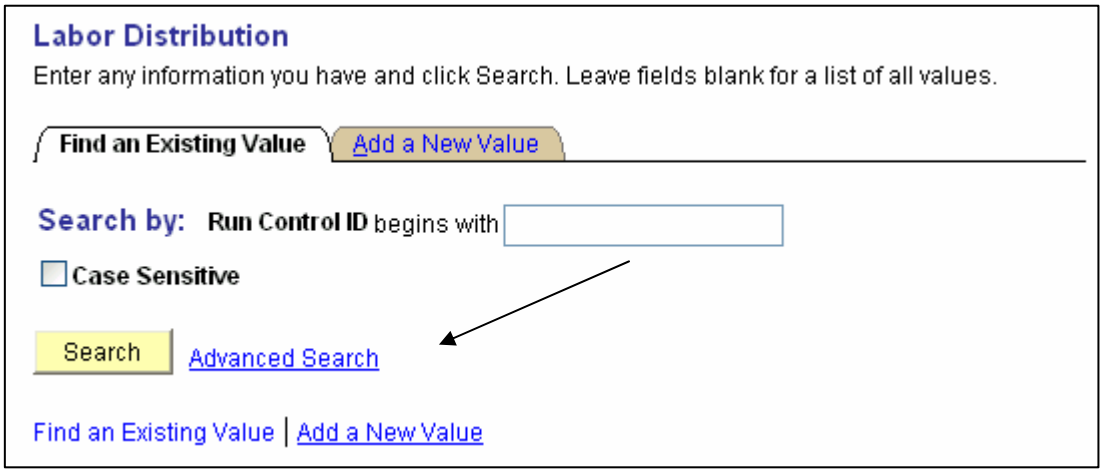
PeopleSoft
Printing the Labor Distribution Report

September 26, 2006

REQUESTING A LABOR DISTRIBUTION REPORT

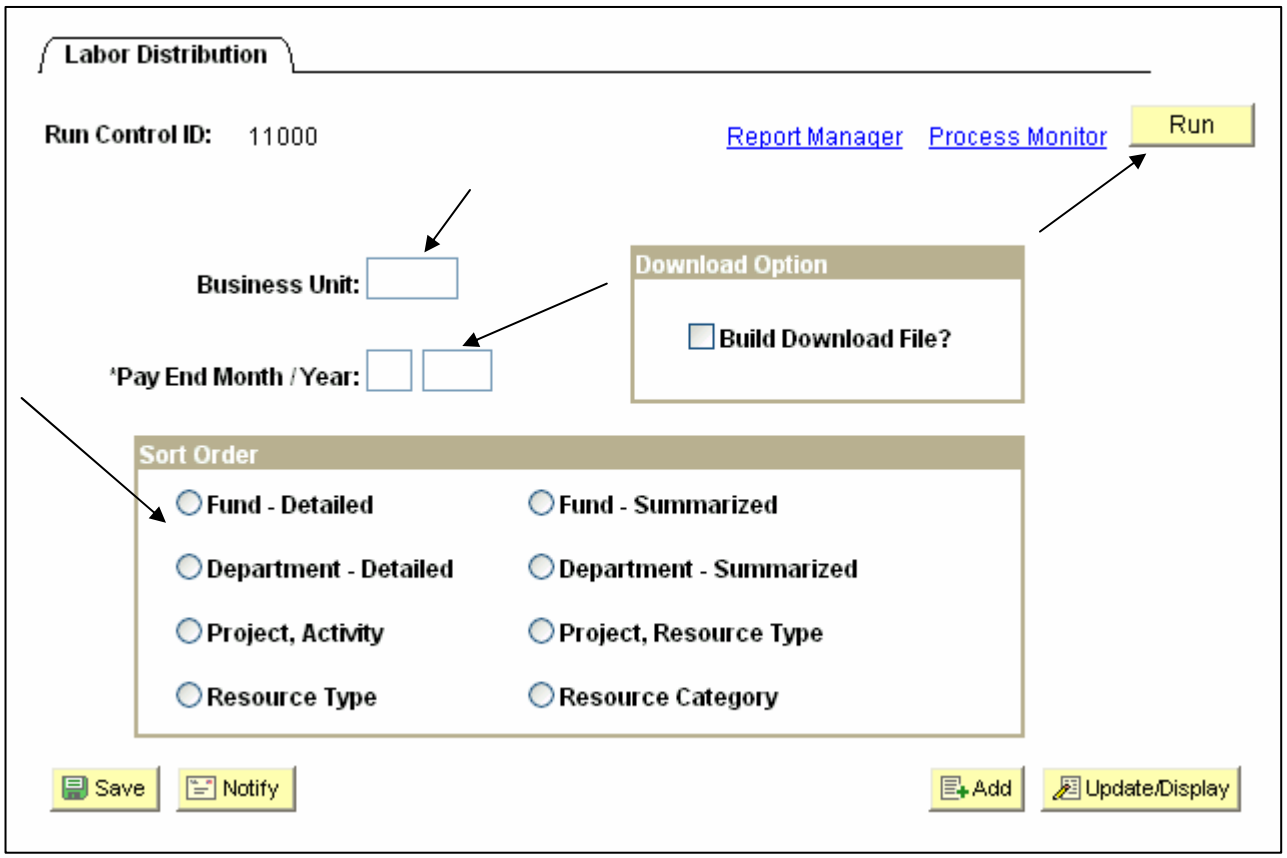
Use the following navigation to 'Labor Distribution Report' and select 'Add a New Value.' If you have run this report before, you can 'Search' or simply enter your 'Run Control ID'. Main Menu>ND State Applications>Reports>Labor Distribution Report



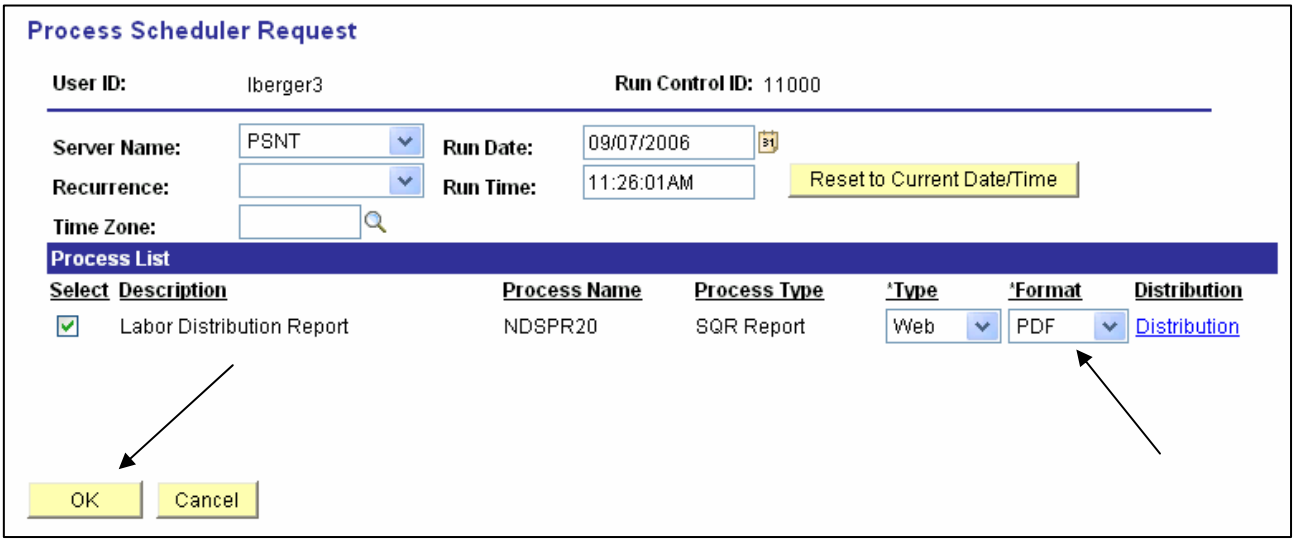
'Run Control ID' is primarily for technical tracking of processes. We recommend you simply use your 5-digit Business Unit in that field, and then click 'Add'. In the future, you may simply enter your Business Unit in the previous screen and it will recall your 'Run Control'.

The following screen shows where you need to enter your 5-digit Business Unit (you will only get results for the Business Units for which you have security access). Enter the Pay End Month/Year you would like to run this report for. Click on the option that you would like this Labor Distribution printed by. Once you have your option selected click on Run.

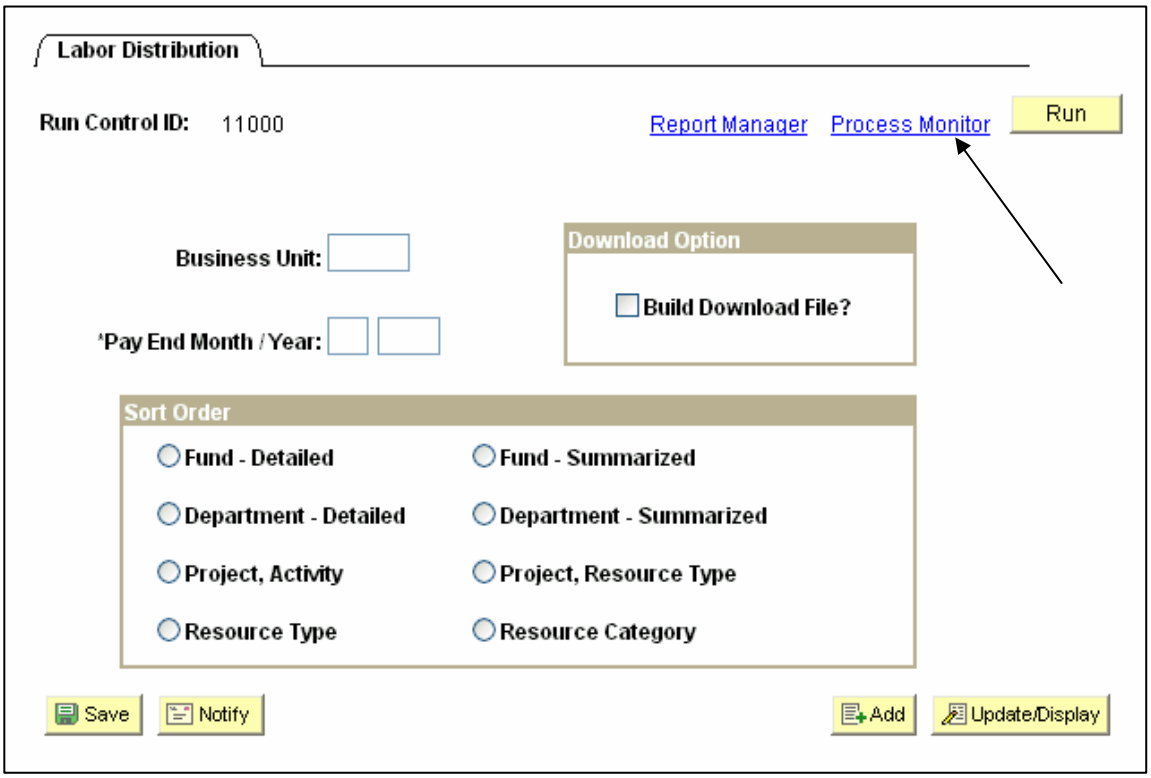
NOTE: *If you would like this report run to a file to be downloaded click on the Build Download File box.*



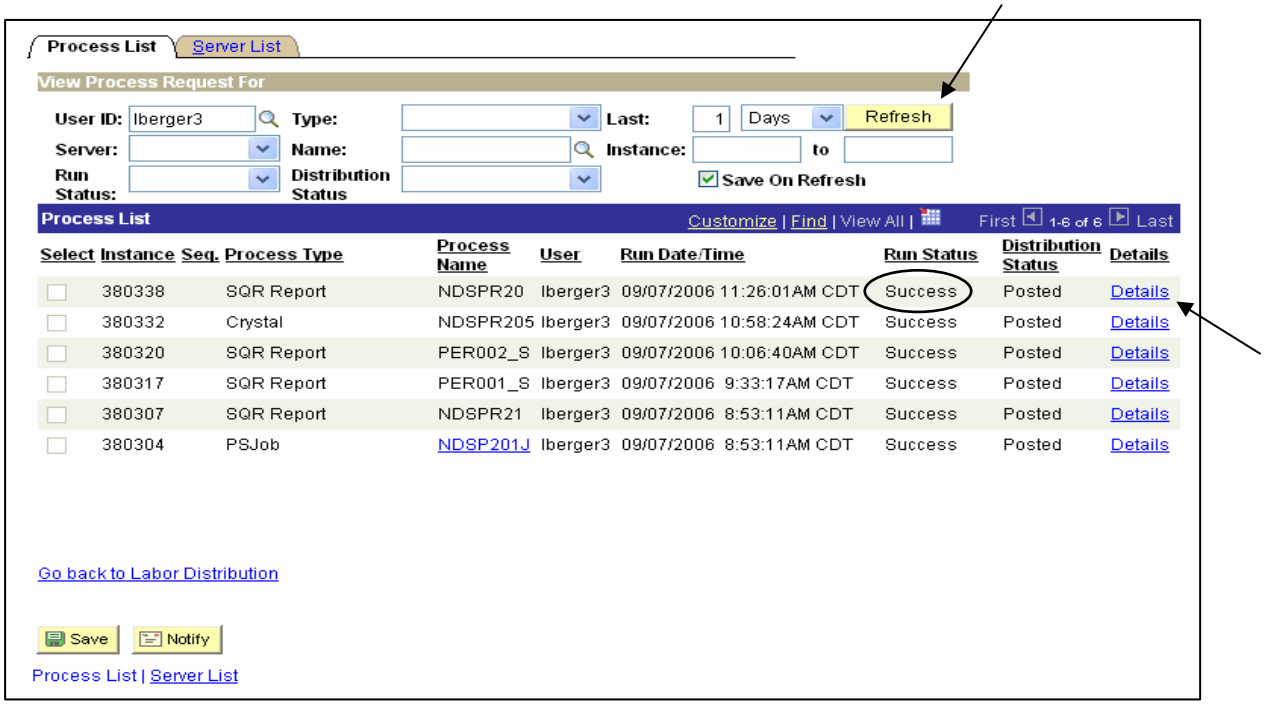
The following screen shows the parameters for the report. The Server Name should be 'PSNT'. The report is formatted to show best in adobe PDF format so we recommend you select 'PDF' for the Format. Then click 'OK' and you will be returned to the previous screen.



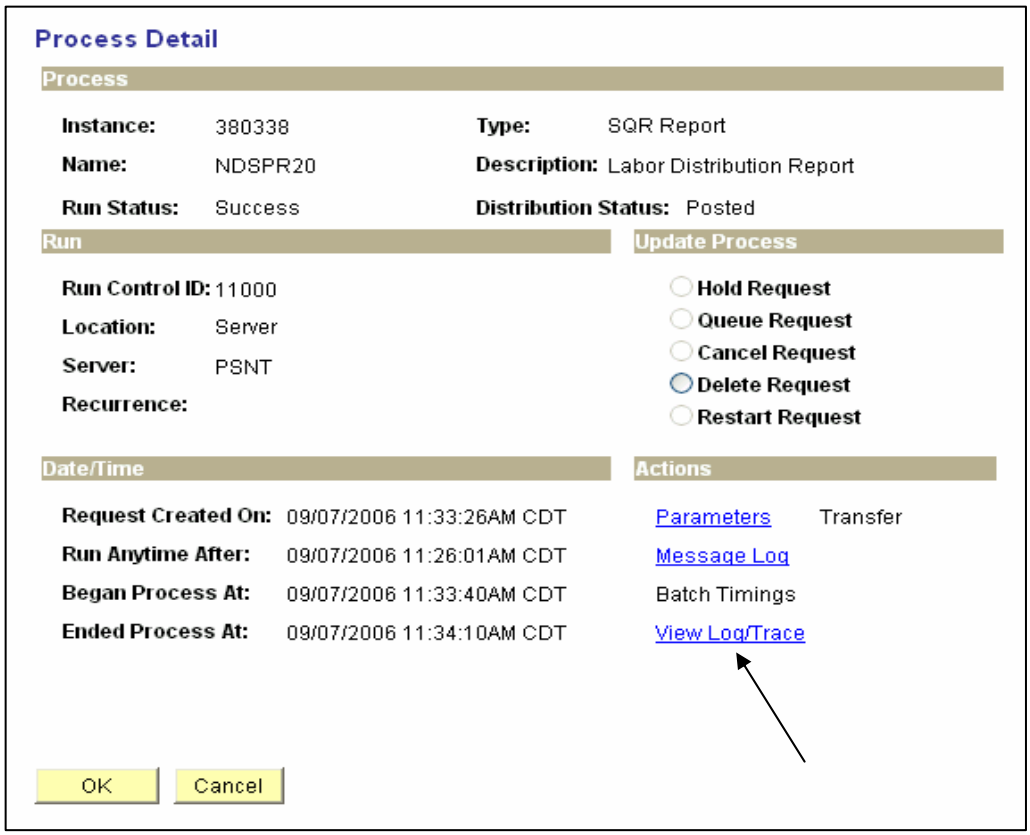
When you're returned to this screen, click on 'Process Monitor' to view the status of the report running.



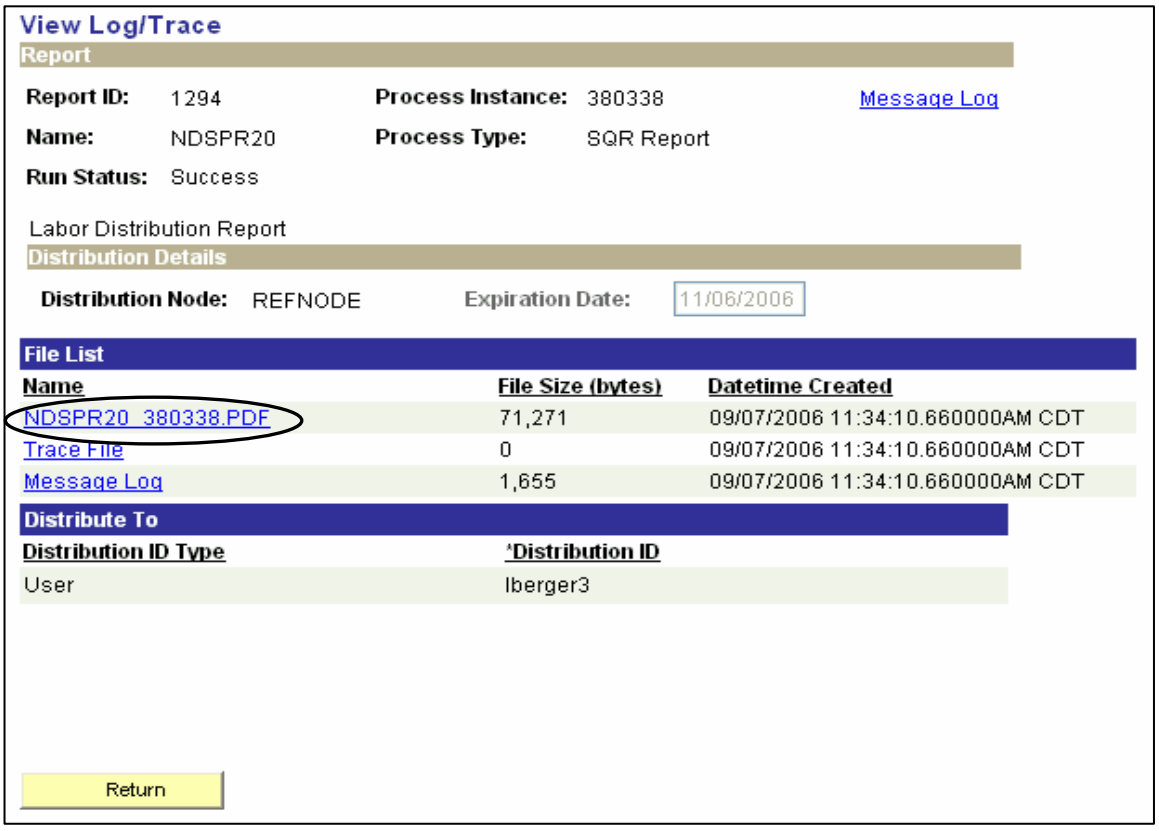
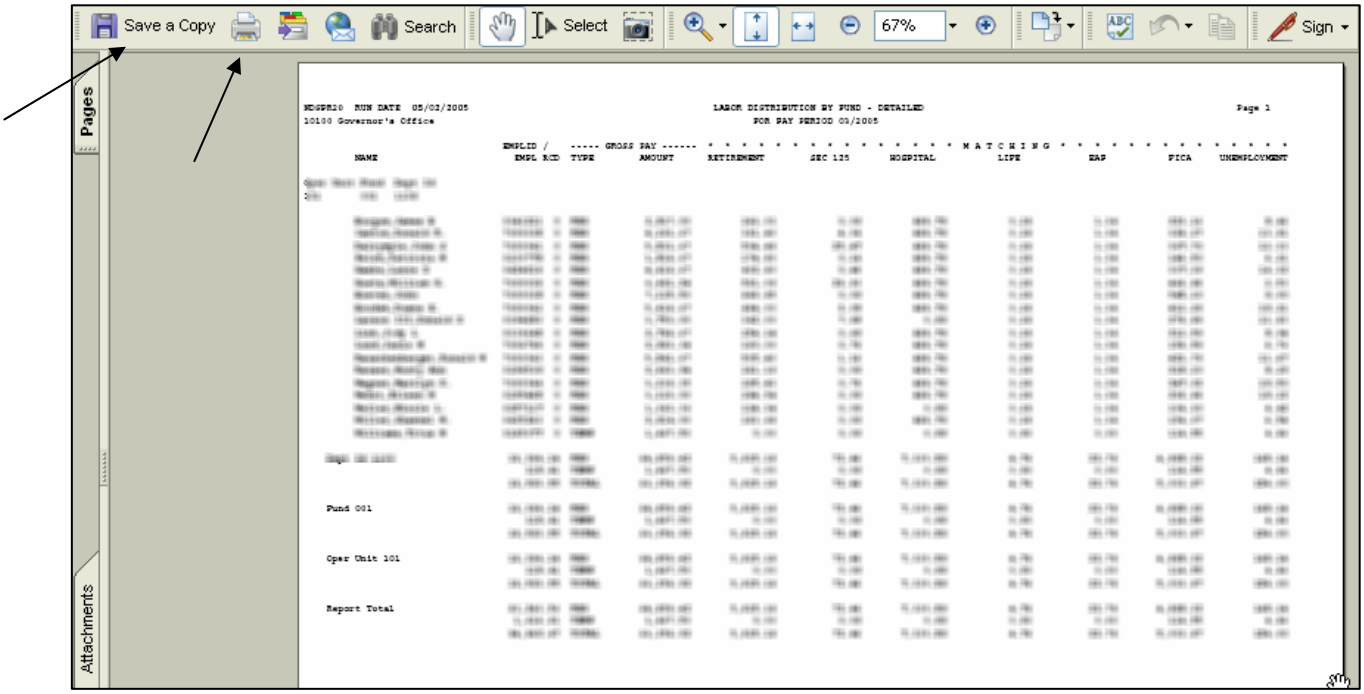
At the Process Monitor screen, click on 'Refresh' periodically until the 'Run Status' shows 'Success.' Then click on 'Details' for the Crystal Process.



When you come to the Process Detail screen, click on "View Log/Trace" to get the next screen with the report file name.



Then click the report name below to view the report.



The report, shown below, may then be saved wherever you prefer to store it or you may print it at your own printer.